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Title of Document:	Computer Data Security
Date of Issue:	June 30, 2009
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Date of Last Revision	June 30, 2009
Applicability:	Central Office, District Offices, Facility Administrators, Executive Directors of DSN Boards and Contract Service Providers

Computer Data Security

I. POLICY PURPOSE

The purpose of this policy is to assure that the responsibility for data security is assigned to a specific individual to provide organizational focus and importance to security and that the assignment is documented. Responsibilities include:

- 1 - The management and supervision of the use of security measures to protect data, and
- 2 - The management and conduct of all personnel in relation to that data.

II. POLICY STATEMENT

It is the policy of South Carolina Department of Disabilities and Special Needs (DDSN) to have one official designated as the Data Security Official who is responsible for the development and implementation of required policies and procedures.

Further it is the Policy of the South Carolina Department of Disabilities and Special Needs (DDSN) to have at least one official designated by each service provider as the Data Security Administrator who is responsible for the implementation of required policies and procedures.

III. POLICY AND PROCEDURAL STANDARDS

IA - ASSIGNED SECURITY RESPONSIBILITY – POLICY STANDARDS

1. DDSN shall appoint a data security official who is responsible for the development and implementation of the policies and procedures.

Each Regional Center shall designate a person to coordinate data security activities in conjunction with the data security official.

Each Service Provider shall designate at least one person to coordinate data security activities in conjunction with the data security official.

2. The assignment of responsibility of the data security official shall include the development and implementation of policies and procedures to safeguard electronic protected/ confidential information within organizational requirements.
3. The assignment of responsibility of the data security official shall include the supervision over the conduct of all personnel in relation to the protection of electronic protected/ confidential information.
4. The assignment and designation of the data security official shall be documented.

IB - ASSIGNED SECURITY RESPONSIBILITY - PROCEDURAL STANDARDS

1. Central Office, each Regional Center and each Service provider shall have a person designated for security responsibilities that will coordinate security activities locally.
2. Central Office and each Regional Center shall have formal documented security procedures to protect data.
3. Central Office and each Regional Center shall have formal documented security procedures regarding the conduct of personnel in relation to protection of the data.

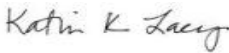
4. Central Office and each Regional Center' s designated security person shall be responsible for security procedures to protect data within the scope of the institution' s data security program.
5. Each service provider' s designated security person shall be responsible for ensuring all DDSN security procedures are followed by issuing and terminating DDSN security privileges.
6. The Data Security Official shall be responsible for oversight of the conduct of personnel in the protection of the data.

Bill Barfield
Deputy State Director
Administration
(Originator)

Eugene A. Laurent, Ph.D
Interim State Director
(Approved)

Memorandum

To: Executive Directors of
DSN Boards, Qualified Private Providers and Other Agencies that access DDSN Data

From: Kathi K. Lacy 
Associate State Director, Policy

Date: July 27, 2009

Re: DDSN Data Security Changes
Directive 367-12-DD

The South Carolina Department of Disabilities and Special Needs (DDSN) recently circulated Departmental Directive 367-12-DD for comment with an effective date of June 30, 2009. Please reference the table below for the number, name and status of the directive which is now published on DDSN's website at www.ddsn.sc.gov

Reference #	Directive Title	Status	Applicability
367-12-DD	DDSN Data Security Changes	New	Central Office, Regional Centers, DSN Boards, Contracted Service Providers

Enclosed with this memorandum is the new directive 367-12 DD, Computer Data Security that, as it indicates, is applicable to all users of the agency computer systems. A provision for a Provider Security Administrator is included.

In the following months we will be implementing new web pages to replace the paper security forms used to request new userids, terminate user access and request changes to a user's account. Once we have all the components in place we will be contacting you for the names, titles, telephone numbers and e-mail addresses of the persons that you designate to perform the role of security administrator for you organization.

This new provision requires that you designate at least one security administrator for your organization. We are also asking that you consider designating at least one alternate to act on behalf of the security administrator when he/she is not available and security access requests must be submitted to SCDDSN. Only a designated security administrator will be able to administer SCDDSN security.